

EDITED KSA LISTING

CLASS: LABORATORY ASSISTANT, CORRECTIONAL FACILITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Moderate knowledge of laboratory methods (e.g., specimen collection and labeling, documentation, record keeping, etc.) to effectively assist the Senior Clinical Laboratory Technician.
K2.	Moderate knowledge of laboratory procedures (e.g., 24 hour urine collection, peak and trough, etc.) to effectively assist the Senior Clinical Laboratory Technician.
K3.	Basic knowledge of laboratory equipment (e.g., operation, care, cleaning, etc.) to effectively assist the Senior Clinical Laboratory Technician.
K4.	Basic knowledge of elementary mathematics (e.g., additions, subtraction, multiplication, division, metric system, etc.) to effectively perform various laboratory functions.
K5.	Basic knowledge of laboratory safety procedures (e.g., universal precautions, Personal Protection Equipment (PPE), spill kits, etc.) to maintain a safe working environment.
K6.	Moderate knowledge of infection control (e.g., sterilization, disinfection, universal precautions, etc.) to provide an essentially germ-free and safe working environment.
K7.	Moderate knowledge of laboratory terminology (e.g., chemical and biological terms, anatomy, etc.) to effectively communicate with the medical staff.
K8.	Basic knowledge of safety and security issues in a correctional setting (e.g., inmate to staff relations, various alarm systems, tool control, contraband, searching, etc.) to maintain a secure and safe working environment.

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	Skill to:
S1.	Communicate effectively at a level required for successful job performance.
S2.	Keep accurate records/reports in order to effectively document necessary information required for successful patient care.
S3.	Follow directions to successfully complete assigned duties.
S4.	Work efficiently and effectively in a group to be successful in achieving a common goal.
S5.	Perform basic arithmetic calculations to effectively perform laboratory functions.
S6.	Maintain a clean working environment to provide an essentially germ-free and safe working environment.
S7.	Handle dangerous organisms and chemicals in a safe and effective manner to maintain a safe working environment.
S8.	Properly operate basic laboratory equipment to prevent injuries to oneself and others.

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#	Knowledge, Skill, Ability
	Ability to:
A1.	Stand for long periods of time in order to effectively perform laboratory functions.
A2.	Distinguish colors, shapes, and sizes to effectively perform laboratory functions.
A3.	Handle laboratory instruments and materials with dexterity to prevent injuries to oneself, staff and inmate patients.

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	Special Personal Characteristics:
SPC1.	Empathetic understanding of inmate patients of a State correctional facility in order to maintain a professional working environment.
SPC2.	Willingness to work in a state correctional facility in order to provide care for inmate patients.
SPC3.	Aptitude and liking for laboratory work in order to successfully perform laboratory functions.
SPC4.	Emotional stability to handle stressful situations.
SPC5.	Patience in dealing with inmate patients and co-workers.
SPC6.	Alertness and awareness of the correctional setting.
SPC7.	Keenness of observation in the correctional facility.
SPC8.	Orderliness to maintain an effective working environment.
SPC9.	Tact in dealing with inmate patients and co-workers to maintain effective working relations.
SPC10.	Reliability in performance of laboratory functions with minimum supervision.

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	Special Physical Characteristics:
PhC1.	Sufficient strength to perform during stressful situations.
PhC2.	Agility to perform during stressful situations.
PhC3.	Endurance to perform during stressful situations.
PhC4.	Assignments may include the sole responsibility for the supervision of inmates and/or the protection of personal and real property.

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	Working Conditions:
WC1.	Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments.
WC2.	Willingness to comply with annual tuberculosis screening requirements.
WC3.	Willingness to comply with departmental training requirements.
WC4.	Willingness to report dangerous situations/contraband to supervisors and/or custody staff.
WC5.	Willingness to provide emergency medical care to inmates (e.g., CPR, first aid, etc.).
WC6.	Willingness to have and maintain a valid first aid and/or CPR certificate.
WC7.	Willingness to participate in on-going education specific to your work assignment.
WC8.	Willingness to maintain your professional license in good standing (e.g., medical license, Psychologist license, Registered Nurse license, etc.).

Bold text-indicates not on Classification Spec.